26. Self-declaration

26.1 Self-declaration Follow-up Activity

There are times when a vendor may not have the documentation required to prove Actual Sales totals to be compliant with the WIC regulations. When this happens, the State WIC Staff has the ability to add a Self-declaration activity to identify the Vendor has reported the actual sales total without the appropriate documentation required. Doing this allows the State to identify vendors that have not provided sufficient documentation for actual sales within the appropriate time period and potentially deny the vendor authorization. Depending on the way the dialog is invoked, the controls may differ in 'add' mode vs. "view" mode. The Self-declaration dialog is invoked in response to the following user actions:

- Selection of the Self-declaration follow-up activity on the Follow-up Activities dialog as described in Chapter 04 - Vendor Folder.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Self-declaration follow up activity is selected as described in Chapter 04 - Vendor Folder.
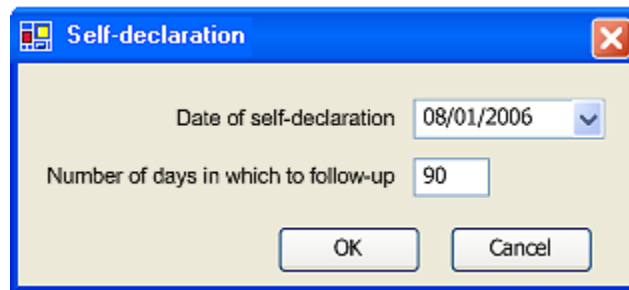

Figure 1 - Self-declaration Dialog– (Add mode)

26.1.1 Controls

This section describes the behavior of the controls on the Self-declaration dialog.

26.1.1.1 Date of self-declaration (Date)

This control allows the user to enter or view the date that the Self-declaration was indicated by the vendor.   The date field will default to the current system date plus the number of days in which the follow-up period will end as specified in the Number of days in which to follow-up entry field. The masked edit box will be enabled when the Self-declaration dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year..

26.1.1.2 Number of Days in which to follow-up entry box

This control allows the user to enter the number of days required to follow up with the vendor for submission of the actual sales information. The entry field accepts entry of up to 3 numeric digits. When working in "add" mode the days for follow up will default to the value indicated in the state business rule "Selfdeclarationnumberofdays". The text box will be enabled when the Self-declaration dialog is active and accepts entry of numeric digits.

26.1.1.3 OK Button

This control allows the user to instruct the system to dismiss the Self-declaration dialog and save the Self-declaration information. The OK button will be enabled when the Self-declaration dialog is active in "add" mode. Characteristics for the OK button are defined in *Consistencies*.

26.1.1.4 Cancel Button

This control allows the user to exit the Self-declaration dialog without saving the Self-declaration information. The Cancel button will be enabled when the Self-declaration dialog is active in "add" mode. Characteristics for the Cancel button are defined in *Consistencies*.

26.1.1.5 Close Button

This control allows the user to exit the Self-declaration dialog. The Close button will be visible and enabled when the Self-declaration dialog is active in "view" mode. Characteristics for the Close button are defined in *Consistencies*.

26.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Self-declaration dialog.

26.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Self-declaration"
- In Add mode the Self-declaration date will default to the current system date plus the Number of Days in which to follow-up.
- In View mode the controls will display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close button is not visible.
- In View mode the Close button is visible. The OK and Cancel buttons are not visible

26.1.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
  - o Self-declaration Date Masked Edit Box
  - o Number of days which to follow-up

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an invalid date has been entered in the following entry field
  - o Self-declaration Date Masked Edit Box

the system will invoke the standard error message with the text "Invalid date entered."

26.1.2.3 Saving the Data

Upon successful completion of the above listed edits:

- A Self-declaration follow up activity will be added to the database as defined in the Data Map below.
- The user will be returned to the Vendor Event Log and the tree view on the Event Log tab of the Vendor Folder will be refreshed

26.1.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Self-declaration dialog without saving any information
- The system will return the user to the Event Log tab of the Vendor Folder.

26.1.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Self-declaration dialog
- The system will return the user to the Event Log tab of the Vendor Folder.

26.1.2.6 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
A SelfDeclaration record is inserted for each reason selected			
Self-declaration Date	SelfDeclaration	SelfDeclarationDate	
Number of days which to follow-up	SelfDeclaration	NumberofDays	

26.2 Self-declaration Follow-up - Follow-up Activity

When a vendor has self declared annual sales the state must allow an appropriate numbers of days to allow the vendor to provide adequate documentation of the actual sales totals. The Self-declaration follow-up indicates that such documentation has been provided and is acceptable proof of actual sales to allow the vendor to function as an authorized vendor. Depending on the way the dialog is invoked, the controls may differ in 'add' mode vs. "view" mode. The Self-declaration dialog is invoked in response to the following user actions:

- Selection of the Self-declaration Follow-up - follow-up activity on the Follow-up Activities dialog as described in <u>Chapter 04 - Vendor Folder</u>.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Self-declaration Follow-up - follow up activity is selected as described in <u>Chapter 04 - Vendor Folder</u>.

Figure 2 - Self-declaration Follow-up Dialog– (Add mode)

26.2.1 Controls

This section describes the behavior of the controls on the Self-declaration Follow-up dialog.

26.2.1.1 Date follow-up (Date)

This control allows the user to enter or view the date that the Self-declaration Follow-up was indicated by the state. The date field will default to the current system date. The masked edit box will be enabled when the Self-declaration Follow-up dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year.

26.2.1.2 OK Button

This control allows the user to instruct the system to dismiss the Self-declaration Follow-up dialog and save the follow-up date. The OK button will be enabled when the Self-declaration Follow-up dialog is active in "add" mode. Characteristics for the OK button are defined in *Consistencies*.

26.2.1.3 Cancel Button

This control allows the user to exit the Self-declaration Follow-up dialog without saving the Self-declaration Follow-up information. The Cancel button will be enabled when the Self-declaration Follow-up dialog is active in "add" mode. Characteristics for the Cancel button are defined in *Consistencies*.

26.2.1.4 Close Button

This control allows the user to exit the Self-declaration Follow-up dialog. The Close button will be visible and enabled when the Self-declaration Follow-up dialog is active in "view" mode. Characteristics for the Close button are defined in *Consistencies*.

26.2.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Self-declaration Follow-up dialog.

26.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Self-declaration Follow-up"
- In Add mode the Follow-up date will default to the current system.
- In View mode the controls will display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close button is not visible.
- In View mode the Close button is visible. The OK and Cancel buttons are not visible

26.2.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
  o Follow-up Date Masked Edit Box

  the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an invalid date has been entered in the following entry field
  o Follow-up Date Masked Edit Box

  the system will invoke the standard error message with the text "Invalid date entered."

26.2.2.3 Saving the Data

Upon successful completion of the above listed edits:

- A Self-declaration Follow-up - follow up activity will be added to the database as defined in the Data Map below.

- The user will be returned to the Vendor Event Log and the tree view on the Event Log tab of the Vendor Folder will be refreshed

26.2.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Self-declaration Follow-up dialog without saving any information
- The system will return the user to the Event Log tab of the Vendor Folder.

26.2.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Self-declaration Follow-up dialog
- The system will return the user to the Event Log tab of the Vendor Folder.

26.2.2.6 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
A SelfDeclaration record is update for each reason selected			
Follow-up Date	SelfDeclaration	Followupdate	